

24 November 1972

MEMORANDUM FOR THE RECORD

SUBJECT: Agency Records Management Officers Meeting at NARS

1. In the behalf of SA/IC, I attended the Agency Records Management Officers Meeting on 20 November 1972 at NARS.

2. PAPERS RELATING TO THE RICHARD M. NIXON LIBRARY- Discussion by Messrs. D. Reed and R. Jacobs, NARS Presidential Libraries, and Mr. John Nesbitt, NARS (assigned to Office of Presidential Papers, White House). About 10% of the Schedule C employees have been asked to donate their personal papers to the Nixon Library. This Presidential request for personal papers did not contain guidelines for their collection and left many unanswered questions. NARS has prepared two papers (copies attached) for the RMO's of an agency to aid in this request. The names of the key officials requested to donate their papers have not been announced. It is NARS stand that these personal papers should be kept separate from Federal records, however, the request has not made this clear. On 17 November the White House prepared another paper on this request, and it is to be disseminated about 21 November (NARS did not say what the paper would contain). Mr. Reed also referred the RMO's to the FPMR's for definitions of official-nonofficial records, and also noted that the request is not only for the last four years, but since the Library will contain papers covering the entire career of the President, it is hoped that individuals will donate papers covering their careers.

3. DECLASSIFICATION OF SECURITY DOCUMENTS - [redacted] discussed the role of NARS to the IC/RC and E.O. 11652. They are to be in a consultant capacity with four projects: (a) develop statistical report system; (b) develop handbook on classification/declassification; (c) standardize forms for control, transmittal, etc; and (d) work on data index for input and output for automated system, however some agencies may have manual systems or semi-automated system rather than the fully automated systems presumed for the larger agencies. Mr.

[redacted] told of meeting with various agencies, pointed out some agencies have or are going to publish regulations and handbooks, but added they have not addressed themselves to declassification, but rather stick to the wording of the E.O. 11652 and tend to concentrate on downgrading. He also mentioned the Archives has 160 million classified documents on hand that are 30 years old and that the various agencies will have to give them guidelines on declassifying these documents. As an added item, Mr.

[redacted] announced the monthly IRAC meeting to held on 15 December 1972

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will be the "Reporting Aspects of E.O. 11652" and will have Mr. David Young, White House, Mr. Donald Garrett, Office Secretary of Defense, and a panel of Agency RMO's directly involved in this problem.

4. GSA BULLETIN FPMR B - DISPOSITION OF RECORDS. A draft of the proposed bulletin was handed out (copy attached) for the RMO's to work on and discuss at the next RMO meeting on 18 December 1972. Comments on paper may be given to Office of Records Center, NARS, prior to this 18 December meeting.

5. STATUS OF ONE CIRCULAR A-40 AND INTERAGENCY REPORTING- not discussed.

6. ANNUAL RECORDS OFFICERS' MEETING - [redacted] has asked for possible locations for the annual spring meeting. This is to be discussed at next months' meeting.

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7. IMPACT OF GS 343 & 344 CS STANDARDS - Not discussed.



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Attachments

Donation of Personal Papers to the Richard Nixon Library

The preservation of the papers and other historical materials of the President of the United States, together with the papers of his associates and contemporaries, is authorized by the Presidential Libraries Act of 1955. Under this act, Presidential libraries have been established for Presidents beginning with Herbert Hoover.

President Nixon has indicated his intention to deposit his papers in a future Richard Nixon Library. It will be administered, like the six operating Presidential libraries, by the General Services Administration through its National Archives and Records Service. Adding the personal papers of the men and women who helped President Nixon shape national policies will give perspective and accuracy to the study and understanding of his administration. To this end, the President has asked Cabinet officers, heads of Government agencies, and key officials under them to deposit their personal papers in the National Archives for the Richard Nixon Library.

In a Presidential library, the papers of an individual, like the papers of the President, are kept intact as separate, named collections. They are in the care of a professional staff of archivists who can give intelligent guidance to those who may wish to use them in the future and provide reference on them as needed by the donor. Donors may place restrictions and conditions on the use of the papers when they execute a deed or gift.

Personal papers of a Government official are the files he has organized and maintained for his own personal use, but they must be distinguished from official records. Federal law defines official records as those preserved by an agency, or appropriate for preservation by an agency, as "evidence of the organization, function, policies, decisions, procedures, operations, or other activities of Government or because of the informational value of data in them" (44 USC 3300). The law requires that certain procedures be followed for the preservation or disposal of official records; they may be disposed of only with the approval of the Administrator of General Services.

Subject to these criteria, personal papers may include all or some of the following:

1. Personal correspondence of the official that does not directly concern the work of his office and that is not intended to be a part of the official records of the office. The correspondence may be with friends, family members, professional or business associates, or other administration officials. It may relate to purely personal interests or to national and State affairs, Government appointments, political

campaigns, or other topics. Material on subjects in controversy or on personally sensitive matters may be protected by the terms of the deed of gift.

2. Working drafts and notes, used and unused; notebooks.
3. Appointment calendars; logs of telephone calls.
4. Speeches, extra copies; drafts of speeches; related correspondence.
5. Journals, diaries, scrapbooks, and press clippings.
6. Press releases issued by the office, extra copies.
7. Directories or lists of persons and positions in the office.
8. Personal photographs, motion pictures, and sound recordings.

A Government official customarily accumulates extra copies of Government documents for convenience of reference. Many of these are papers that he has drafted, reviewed, or otherwise taken action on. They are evidence of his contribution to the agency and its programs. The official may retain such papers, provided that they are eligible for disposition under Federal law as extra copies (44 USC 3301), and also provided that the agency records officer raises no objection to their designation as such. Materials classified under Executive Order 11652 and those defined as "Restricted Data" under the Atomic Energy Act of 1954 must be handled in accordance with the provisions of the Executive order and of the 1954 act, respectively.

Physical objects belonging to the individual that have an association with the President or with the individual's Government service may also be part of an official's personal collection of historical materials.

In donating papers and other historical materials to a Presidential library, officials are reminded that the library contains papers covering the entire career of the President. It is therefore hoped that individuals will donate papers covering their entire careers. The more complete the material, the more dependable it is as historical evidence and the more useful to future historians, biographers, and other researchers.

The great value of personal papers is that when they can be released for scholarly research--a matter for the donor to decide--they provide background information on people, politics, and public issues not to be found in official Government records. For the biographer, they may also contain indispensable information on an individual's civic and business

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affairs and his family life. When studied in conjunction with official records, personal papers help document the special knowledge, abilities, interests, and characteristics of the men and women who comprise the highest level of Government. A Presidential library will hold all of this source material in trust, confident that both the Nation and the individual will benefit from the fullest possible documentation of this era.

National Archives and Records Service
General Services Administration
Washington, DC 20408

November 1972

Procedure for Handling Personal Papers

1. In each agency records officers may wish to offer assistance to the executives who have been asked to donate personal papers to a Richard Nixon Library.

2. In agencies where the agency records officer has been assigned the responsibility for arranging for collection and shipment of the personal papers of all Presidential appointees, they should call in advance when the shipment is ready for delivery so as to avoid traffic jams at the National Archives. The numbers to call are: 962-3512 (Office of Presidential Libraries) or 456-2545 (Office of Presidential Papers in the White House).

3. Federal Records Center cartons should be used to transfer papers, marked in black on the outer side of the box according to the following pattern:

For Nixon Library

Personal papers of _____

(agency name) _____

Box _____ of _____ boxes

4. Where the donor has prepared box lists, duplicate copies of said lists should be furnished at the time the materials are delivered to the National Archives. Also, a receipt form should be prepared so that the individual receiving the shipment at NARS can give proper account of the delivery and receipt of the materials.